

4

Check Election Supplies

21 SUPPLY LIST



General Election November 4, 2014

SUPPLY LIST FORM 21

Check this list against the supplies contained in the blue metal Election Supply Carrier (ESC).

- Official Ballots - White
- Ballot Privacy Sleeves (10)
- Curbside Voting Privacy Sleeve (1)
- Electronic Poll Book with printer, router and air card in hard case
- White Blank **Form 14** Applications for Ballot and Correction Report **Form 15**
- Pre-Printed **Form 14** Applications for Ballot and Correction Report **Form 15** (Emergency Use Only)
- Spindle for used Applications for Ballot **Form 14**
- Judge of Election Handbook
- Multi Language Book
- Extension Cords (3)
- Power Strip for Electronic Poll Book (1)
- Demonstrator Ballots (Orange)
- Ballot Scanner
- Ballot Box (3 parts)
- Touchscreen Voting Unit
- Voter Card Activator with Voter Card Activation Menu (1) and Card of Instructions (2)
- White Return Box
- Blue Transfer Case with **Form 84** Voted Ballot plastic bag and Black Return Bag with **Form 83**
- No Electioneering Cones (2) (if applicable)
- 100 foot cord (if applicable)
- Metal Voting Booths
- Plastic Voting Booths
- Disabled Voting Booth with chair
- American Flag
- Red Box of Extra Paper Rolls, Label Rolls and Ballot Markers
- Bag of Unused Seals green (3), red (5), blue (10), clear (2), gray (2), orange (2) and yellow (1)
- Seal Accountability Form (1)
- Broken/Used Seal Bag (1)

- Gray Supply Box** with: **Form 10** "Ballot Receipt" (1 pad (500) 1 pad (100)), pens(5), outlet adapters(2), masking tape(1), scissors(1), rubber fingers(2), economy lights(2), large ballot viewers(2), signature guides (3), sanitary kit(1) anti-static wipe(1) & plastic pointers(2) with instructions.

- Blue Supply Box** with: Voter Cards(5), Optical Scanner key(1), Card Activator key(1), headphone covers and ballot markers(1 box + 2 markers with grippers)



Envelope 1 containing Information for the Precinct

- Form 4** Oath of Office and Application for Swear-In Judges
- Form 9** Oath of Office for Assigned Judges
- Form 36J** Judge of Election Badges
- Judge of Election Language Support Badges (if applicable)
- Form 194** Judge of Election Pay Voucher
- PPA Payroll Card
- Form 202** Investigator Sign-In Sheet
- Envelope 47E**
- Specimen Ballots
- Precinct Address Outline
- Polling Place Locations
- Ward Map/Receiving Station Location Map
- Precinct Poll Sheet

Envelope 2 containing Signs

- Form 25** "Information and Services" sign
- Form 177** "Polling Place" sign
- Form 177A** "Accessible Entrance" sign (if applicable)
- Form 177AE** "Alternate Entrance" sign (if applicable)
- Form 250** "We Speak Your Language" sign
- Form 251** "ID Required" sign
- Form 253** "Voter's Bill of Rights" sign
- Form 255** "Voting Instructions" signs
- Form 255P** "Provisional Voting Information" sign
- Grace Period Registration Locations

Envelope 3 containing Voting Forms

- Form 1** Consolidated Voter's Affidavits
- Form 1S** Consolidated Voter's Affidavit (Spanish)
- Form 1C** Consolidated Voter's Affidavit (Chinese, if applicable)
- Form 1H** Consolidated Voter's Affidavit (Hindi, if applicable)
- Form 1A** "Notice to Person Providing Assistance"
- Form 14S/C** Appl. For Ballot (Spanish/Chinese)
- Form 14H** Appl. For Ballot (Hindi, if applicable)
- Envelope S** "Spoiled Ballots"
- Touchscreen Instructions** (English/Spanish)
- Touchscreen Instructions** (Chinese/Hindi)

Envelope 3P containing Official Provisional Ballots and Voting Materials

- Official Provisional Ballot - White
- Form 276P** Provisional Voter Affidavits
- Form 276PS** Provisional Voter Affidavits (Spanish)
- Form 276PC** Provisional Voter Affidavits (Chinese, if appl.)
- Form 276PH** Provisional Voter Affidavits (Hindi, if appl.)
- Envelope P** Provisional Voter Affidavit Carrier Env.

Envelope 4 containing Closing Items

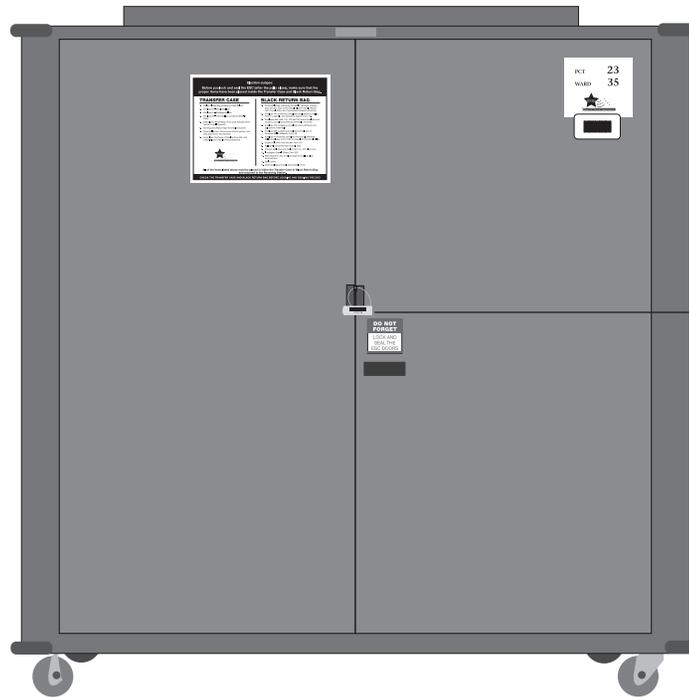
- Envelope W** "Write-In Votes" and green sticker
- Envelope D** "Damaged Ballots"
- Envelope 14E**
- Envelopes 65E, 66E, 71E, 72E & 73E**
- Form 80** Certificate of Results (6)

- All election equipment and supplies are delivered to the polling place in the blue Election Supply Carrier (ESC). This ESC is on wheels, which can be locked to make it stationary.
 - One judge and the polling place administrator will be given the ESC key prior to Election Day. The judge should contact the other judges to arrange to visit the polling place on the Monday before Election Day and check the election equipment, materials and supplies.
 - When checking the supplies prior to Election Day, the judges must report to the proprietor's office or an individual who works at the location before entering the polling place room.
1. **Open the Election Supply Carrier (ESC).**
 - A. Make sure that the ESC delivered is for your assigned precinct and ward. Check the labels on the ESC, which indicate the precinct and ward.
 - B. Using the seal cutters (which were given to the Key Judge in the envelopes picked up prior to Election Day), break the seal on the ESC doors (**do not throw away the seal, it must be verified and returned in the Broken/Used Seal Bag**).
 - C. Using the ESC key, unlock the door and remove the key. In order to open the door, push on the area where the key was inserted. This will release the latch and open the doors. Do not break the lock on the ESC.
 - D. Remove the Seal Accountability Form, located in the plastic sleeve on the ESC door, and verify that the seal number you just removed from the ESC door is the same seal number that appears on the Seal Accountability Form. **If the seal number is not the same or if the seal is missing, you must call EQUIPMENT/SUPPLIES at 773-247-4065 IMMEDIATELY.**
 - E. Place the broken, used seal inside the Broken/Used Seal Bag (inside the sleeve located on the right ESC door). **Do not replace the Seal Accountability Form until you have recorded the new seal number that will be placed on the ESC after you have completed your supply and equipment check.**

2. Check the Supplies and Equipment.

- A. Make sure that the supplies and equipment contained inside the ESC are for your assigned precinct and ward. The Supply List (Form 21) located on the ESC door should be used to verify that the correct supplies have been delivered.
- B. Do not open any equipment, unwrap, sign or initial any forms (except the Seal Accountability Form) or attempt any testing of the voting equipment.

Closed Election Supply Carrier (ESC)



Pct _____ Wd _____
Form 3 Rev 7/14

SEAL ACCOUNTABILITY FORM

ELECTION SUPPLY CARRIER (Seal is GREEN)

1. PRIOR TO ELECTION DAY:
 SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)
 NEW SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

2. ELECTION DAY
 Before 6 am
 SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)
 After 7 pm
 SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

AUXILIARY BALLOT BOX - INSIDE ESC (Seal is ORANGE)

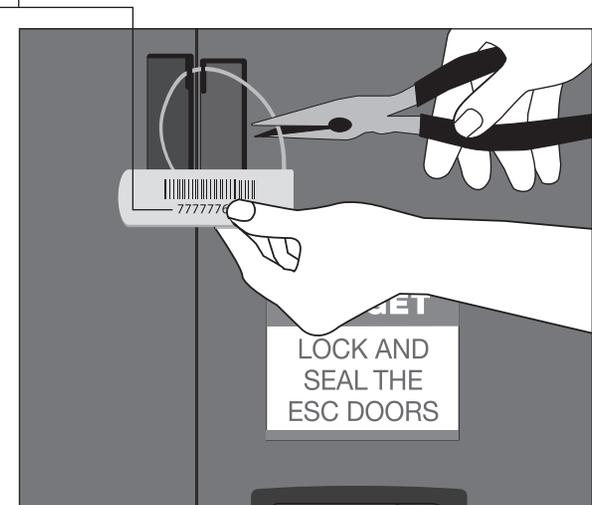
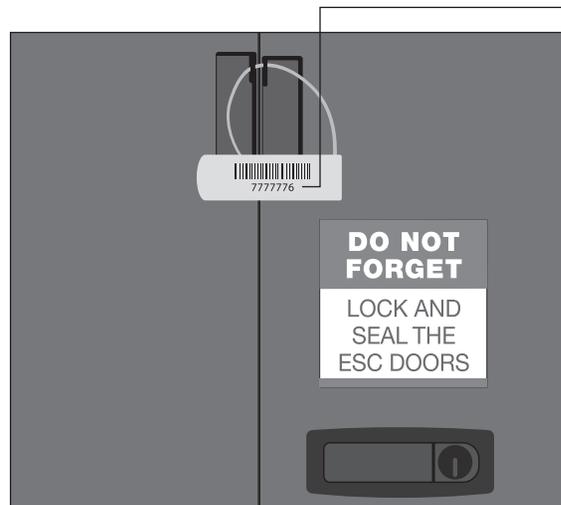
3. ELECTION DAY (If needed because ballot scanner stopped operating)
 SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

TOUCHSCREEN

4. PRINTER Election Day (Seal is RED)
 SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)
 If replacement is needed
 SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

5. POLLS OPEN/CLOSE DOOR Election Day
 YELLOW SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)
 RED SEAL # _____ VERIFIED/ATTACHED BY _____ (EJ SIGNATURE)

Seal number must be verified on the Seal Accountability Form (located inside the ESC)



If any items are missing from the ESC, call EQUIPMENT/SUPPLIES at 773-247-4065.

IF THE SEAL NUMBER OF THE SEAL ON THE OUTSIDE DOOR IS DIFFERENT FROM THE SEAL NUMBER RECORDED ON THE SEAL ACCOUNTABILITY FORM OR IF THE SEAL IS MISSING, YOU MUST

CALL EQUIPMENT/SUPPLIES AT 773-247-4065 IMMEDIATELY.

3. Securing supplies, locking and sealing ESC.

A. Remove a new seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form.

B. Return the Seal Accountability Form to the plastic sleeve on the inside door of the ESC.

C. Return all supplies to the ESC.

D. Close both doors and lock the ESC using the key. Make sure the latch is secured. **DO NOT LEAVE**

THE SEAL CUTTERS INSIDE THE ESC. YOU MUST TAKE IT WITH YOU AND BRING IT WITH YOU ON ELECTION DAY.

E. Place the new seal through both holes in the middle of the doors and secure the seal. **MAKE SURE THE SEAL IS SECURED.**

Inside the Election Supply Carrier (ESC)

